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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 10 March 1955

FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:

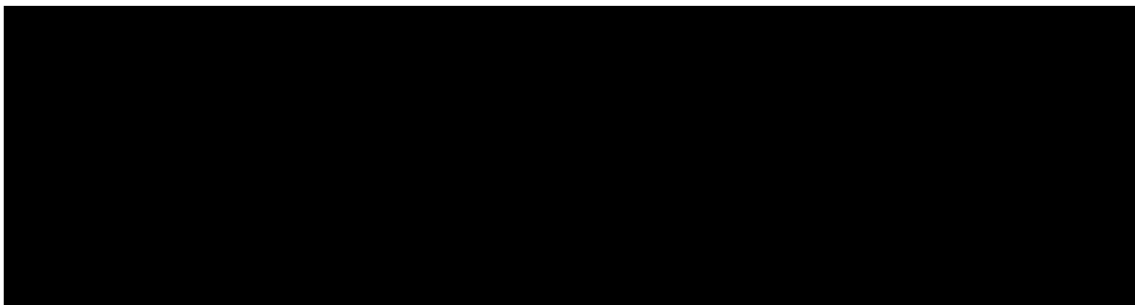
a. DCI Move from Admin. Bldg. to South Bldg.:

- (1) PBS workers preparing paneling for installation in DCI and DDCI suites. Installation of air conditioning equipment is in progress.
- (2) PBS is ordering materials for renovations in IAC Conference Room; lighting fixtures have been received; and air diffusers are scheduled for delivery about 16 March. Detailed plans are still being prepared.
- (3) Information relative to GPO space problem was informally given to [REDACTED] on 9 March.
- (4) Delay in work for building reception area may delay occupancy until after 15 March, but this delay will not affect succeeding moves.
- (5) [REDACTED] Committee move was completed on 9 March.
- (6) Representatives of GSA, Washington Society for the Blind, and this Agency met and all agreed to move the stand to Admin. Bldg.
- (7) All materials have been received for renovation of the east elevator which is scheduled to start on 8 March.

b. Tunnel Project:

Work on this project will be resumed about 4 April.

c. [REDACTED]

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25X1A

d. Construction of TSS [REDACTED]

25X1A

Revisions to plans and specifications by [REDACTED] to be completed on 11 March. Final review of drawings and specifications scheduled in [REDACTED] office on 14 March.

25X1A

2. General:

25X1A

Regulation covering the functions of the Space Maintenance and Facilities Branch is 15% complete.

3. Projects and Studies in Process:

a. Construction and Utilities:

25X1A

(1) [REDACTED]

(a) Record Center: As a result of the meeting held last week the 21st of March was the date that was established for moving into the Record Center. We plan to hold this date for the movement and if the contractor does not complete all work on the mechanical and ventilation systems by that time we will delay such contractors work as necessary to permit movement of the Records without jepordy and upon completion of the move into the first floor the contractor will be called back to finish his work.

(b) Extras at Laboratory, Elevator:

The contractor is experiencing extreme difficulty at a point about 7 ft. above final grade for the elevator shaft, having hit a very hard strata of granite.

(c) Emergency Reproduction Facilities:

The people providing the space requirements for this proposed project reviewed the preliminary plans prepared and desired an increase in the size of the proposed building. Since they were not sure exactly what they needed due to changes in the equipment being contemplated for use in this space, we have stopped work on this project until [REDACTED] and other interested parties can get together. C [REDACTED] will coordinate and give us the results of the decision.

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25X1A

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25X1A (2) [REDACTED]

(a) Roofing Repairs: Work complete and accepted.

25X1C (b) Painting: This work involves the exterior painting of various buildings and is estimated to cost \$5,000. [REDACTED] is presently requesting bids.

25X1A (3) [REDACTED]

The preliminary requirements were presented at a meeting on 9 March with all Divisions interested represented. It was decided that the detail requirements would be turned

25X1A [REDACTED]

this amount though tentative was being budgeted for during Fiscal Year 1956.

25X1A (4) [REDACTED] Commo:

Plans and specifications being reviewed. It is planned to pouch them to the Field on 16 March. Plans and specifications will be given to Procurement Div. on 18 March for procurement of air conditioning equipment.

25X1A (5) [REDACTED]

25X1A Division representative scheduled to depart for site on 14 March in company with Mr. [REDACTED] for acceptance inspection.

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25X1A

(9) Air Conditioning, [REDACTED]

25X1C

Dispatch prepared advising field that request for
air conditioning is not approved for reasons that

25X1A

[REDACTED]
(10) Limitation on Alterations, Repairs and Minor
New Construction, Support Mission [REDACTED]

25X1A

Dispatch prepared authorizing Support Mission to
make or approve alterations, repairs and minor
new construction at each [REDACTED] field station not to
exceed \$2,000 per project and total cost of \$20,000
per annum.

25X1A

*This should
be investigated*

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10 March 1955

3C - Space, Maintenance and Facilities

a. Utility Wiring and Air Conditioning Contract:

All items on contract have been completed with exception of the weatherproofing of window units. Contractor scheduled to accomplish this item during current week.

b. FI/STD - Commo - Air Conditioning, Building [REDACTED] 25X1A

As indicated in last report, PBS electricians and plumbers are installing air conditioning units and tower; completion expected prior to the end of March.

c. Request of DD/P for Additional Space:

Detailed study relative to this problem is expected to be completed by the middle of next week.

25X1A

d. [REDACTED]

1. Contractor started initial electrical work in the transformer vault on 7 March 1955. Demolition work to start on 14 March 1955. Approximately six week will be required to complete project.
2. PBS Group Forces have completed the sound laboratory project. Full operation of laboratory is dependent upon completion of transformer project.

e. Telephone Survey:

Physical surveys were conducted throughout the Office of the Comptroller, Finance Division and DDP/OFI.

The semi-annual Telephone Company security check of all White House instruments and lines in the Offices of DCI and Deputy DCI was accomplished on 4 March 1955; all lines were traced from the instruments through house boxes, Central Terminal locations and relay cabinets and were found to be free of any foreign attachments.

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10 March 1955

3C - Space, Maintenance and Facilities

f. Moves:

Completed during past week:

25X1A OTR (partial) from [REDACTED], 4 March
OCD (partial) Tempo Que Building, 7 March
25X1A [REDACTED] Committee from Tempo M to South and within South, 9 March
Clark Committee from South to M, 9 March
DDS/OL (partial) within Tempo L, 10 March

Tentative for coming week:

25X1A OCD (partial) from [REDACTED] 14 March
I&S within South, 15 March
ONE (partial) within South, 15 March

5X1A

Chief,
Real Estate and Construction Division

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